



**Configuration Management Specialist
Information Technology Specialist
Olympia, Washington**

Range 62: \$4,453 - \$5,841 per month (DOQ)

Open until filled

Agency Information:

Our Mission:

One vision, one voice – working together for a safer Washington.

Our Vision:

Great people, great service – excellence every time.

Nearly every Washington State resident interacts with DOL in some way through driver licensing, vehicle or vessel tabs, or for professional business licenses. The Department of Licensing employs more than 1,300 people in over 60 locations statewide. To learn more about our agency, please visit our website at www.dol.wa.gov.

Our Core Competencies:

- *Communication Effectiveness
- *Customer Centered
- *Ethics and Integrity
- *Performance Leadership
- *Personal accountability/Initiative

In addition, our supervisors and managers work to demonstrate the following:

- *Strategic Thinking/Planning and Vision
- *Human Resource Management.

Duties:

This position is located in Olympia and is a member of the Configuration Management Services Group, a centralized team of specialists that interact with software development staff and the Network Server Support staff to provide configuration management support for the agency. The position maintains a repository of application source and ensures the integrity of the structure and files within the divisional Configuration Management library. The Configuration Management Specialist will participate in versioning of application source code, the promotion of application changes, and manage inventory of applications and configuration files installed on the agencies application servers. This position also serves as a technical consultant to agency staff on configuration management best practices and Department of Licensing standards.

Duties of this position include:

- * Instructing, coaching or mentoring other Information Services Division staff on configuration management, common component, and portfolio activities
- * Participating in source code migration activities and procedures from dev to QA and from QA to Production environments

- * Serving as technical lead responsible for inventory and configuration of the QA and Production application server environments
- * Serving as the CMSG technical point of contact for QA and Production application server environment issue.

Qualifications:

In determining your eligibility for this position, we will look to your letter of interest to describe how you meet the qualifications in this announcement, with clear support demonstrated in your work history.

Required

Four years experience in each of the following:

- * Executing software configuration management best practices and standards
- * Working with a broad range of information technology systems, including legacy systems
- * Using Microsoft Outlook, Word, Excel, and version control software i.e. Visual SourceSafe or Team Foundation Server
- * Organizing multiple assignments, sometimes of a complex nature or involving competing priorities, to produce work products that are accurate, thorough, and on time
- * Using analytical and problem-solving skills to assess and understand issues, evaluate options, form accurate conclusions, and make decisions

Desired

- * Knowledge of current configuration management tools, principles methods, standards, and best practices
- * Knowledge of configuration management software including Visual SourceSafe and Team Foundation Server
- * Microsoft tools, methods, and standards
- * Team Leadership skills - Experience in assigning, guiding, coaching and training one or more teammates while performing similar work
- * Workload planning and self management skills
- * Consulting skills
- * Customer focus and customer service skills
- * Conflict resolution and negotiation skills

Working conditions:

- * Required to provide on-call support as needed. This includes extended hours and Monthly Release weekend support
- * May be required to travel to other DOL locations in the Olympia area - providing own transportation
- * Work to learn new tools, technologies and procedures
- * Work to make effective communication a priority
- * Work in a fast paced environment

Special Notes:

This requisition is open until the position is filled. Screening of applications and interviews is ongoing. To apply for this position, please send an electronic resume and a letter of interest describing how your skills and experience meet the qualifications listed in this announcement to:

hrrecruit@dol.wa.gov
Attn: NB9809

OR

Please attach the following to your E-recruiting profile and submit through the E-recruiting system:

- * A letter of interest clearly describing how your skills and experience meet the qualifications listed in this announcement.

- * Your resume OR e-recruiting profile depicting work experience and/or education that support your letter of interest.
- * A list of at least 3 professional references including names, professional titles, and current phone numbers.

For help in using the E-recruiting system to apply for this job please contact the Department of Personnel's customer service desk at information@dop.wa.gov.

**If you are currently a state employee, please be sure to "Login as an internal applicant" on the E-Recruiting home page and use your Personnel ID number and password.

This position is in a collective bargaining unit and as a condition of employment you will be required to become a union member or pay a fee as outlined in the Master Agreement.

The act of submitting application materials is considered affirmation that the information provided is complete and truthful. Prior to any new appointment into DOL, a background check will be conducted.

The candidate pool certified for this recruitment may be used to fill future similar vacancies for up to six months.

Other Information

The Washington State Department of Licensing celebrates a diverse workforce. It is our policy to provide equal opportunity in all terms and conditions of employment. We encourage all qualified persons, including members of protected groups under applicable state or federal law, to apply for our open positions.

Persons with disabilities who need assistance in the application process or those needing this announcement in an alternate format may call (360) 664-1510 or TTY (360) 664-9492.